

SUBCHAPTER 1405

APPENDIX C

**CLASSIFICATION AND PAY SYSTEM FOR CHILD DEVELOPMENT PROGRAM
NAF ASSISTANTS, LEADERS, AND TECHNICIANS**

References: (a) Section 7121 of title 5, United States Code, “Grievance Procedures”
(b) Sections 1791-1798, Chapter 88 of Subtitle A of title 10, United States Code, “Military Child Care”

A. **GENERAL.** Basic policy on coverage, purpose, and requirements is at Subchapter 1405 of this Manual. Additional policies and procedures follow in this Appendix.

B. **STRUCTURE OF CLASSIFICATION AND PAY SYSTEM.** Table 19, below, depicts the two-band structure.

STRUCTURE OF CLASSIFICATION AND PAY SYSTEM			
Band	Standard Positions	Minimum and Maximum Pay Rates Are Equivalent to the Corresponding GS Locality Schedule Rate	
		Minimum Rate	Maximum Rate
CC-I	Child Development Program Assistant, Entry Level, CC-1702-I (comparable to the GS-2 level)	GS-2, Step 1	GS-3, Step 10
	Child Development Program Assistant, Intermediate Level, CC-1702-I (comparable to the GS-3 level)		
CC-II	Child Development Program Assistant, Target Level, CC-1702-II (comparable to the GS-4 level)	GS-4, Step 1	GS-5, Step 10
	Child Development Program Assistant, Leader Level, CC-1702-II (comparable to the GS-5 level)		
	Child Development Program Technician, CC-1702-II (comparable to the GS-5 level)		

Table 19

1. **Classification**

a. **Standard Position Descriptions.** All caregiving personnel are assigned to one of the DoD-wide standard position descriptions provided at the end of this Appendix. As shown in Table 19, above, Band CC-I covers entry and intermediate-level Child Development Program Assistant positions. Band CC-II covers the positions of Child Development Program Assistant at the target and leader levels, and Child Development Program Technician. CC-I positions are developmental positions for entry into band CC-II positions.

b. **Classification Complaints.** NAF caregiving personnel may grieve their assignment to a standard position description when they believe they are required to perform the duties of, and have met the qualification requirements for, a higher level standard position description. Employees may not grieve the content of the position description or the assignment of the position to a band when the content and assignment are in compliance with this Appendix. Either the negotiated or the administrative grievance procedure may be used, as appropriate. In accordance with section 7121 of 5 U.S.C. (reference (a)), the negotiated grievance procedure may be used only if the classification results in a pay or payband reduction. Bargaining unit employees may use the applicable NAF administrative grievance system for classification complaints regarding actions that do not result in a pay or payband reduction.

2. **Pay**

a. **Schedules and Across-the-Board Pay Increases.** Wage and Salary Division does not issue CC schedules. As shown in Table 19, above, the minimum and maximum rates for payband CC-I are the rates for GS-2, step 1 and GS-3, step 10, respectively; and for CC-II, GS-4, step 1 and GS-5, step 10, respectively. These minimum and maximum rates shall be adjusted by servicing civilian personnel offices or human resources offices as necessary to equate to the corresponding rates on the GS schedule for the locality in which the CC job is located. Adjustments are effective the first day of the first pay period beginning on or after the effective date of the GS locality schedule. An employee's pay must be increased as necessary to prevent it from falling below the minimum rate of the band. However, employers have discretion to set pay within the minimum and maximum rates for each band, within the limits of paragraph 2.b., below, and the pay comparability provisions of section 1792(c) of 10 U.S.C. (reference (b)).

b. **Pay Setting.** Except for Subsection E.2.c. of Appendix A of this Subchapter, the pay setting provisions of the "Payband Classification and Pay System for White-Collar NAF Employees" apply (substitute "CC" for "NF"). Those provisions are found at Appendix A of this Subchapter, Section E.

c. **Premium Pay.** See Appendix D of this Subchapter.

d. **Pay Upon Advancement Within or Between Paybands.** A position change to the next level of responsibility within or between paybands requires a minimum of 6 percent hourly rate increase, or the minimum rate associated with the applicable GS grade in the locality to which assigned, whichever is higher. Advancement occurs when an employee moves from the Child

Development Program Assistant entry level, to the intermediate level, to the target level; or from the target level to either the Program Leader or Program Technician position.

C. TRAINING AND ADVANCEMENT TO TARGET POSITION

1. **General.** Sections 1791-1798 of 10 U.S.C. (reference (b)) provide policy on training, education, and experience requirements for caregiving personnel. Policy guidance is provided by the Office of the Deputy Assistant Secretary of Defense (Personnel Support, Families, and Education). Before advancing to the next level, caregiving personnel must have completed prerequisite training and education. Managers must promptly inform new caregiving personnel of the training requirements for advancement and ensure that the training is available and offered.

2. **Mandatory Assignment to Target Level After Training.** Within two pay periods of completing prerequisite training and experience, satisfactory caregiving personnel must be advanced to the Child Development Program Assistant position in band CC-II, the target level position.

CHILD DEVELOPMENT PROGRAM ASSISTANT
1702-PAYBAND CC-I/CC-II or GS-02/03/04/05

A. INTRODUCTION

The primary function of this position is to provide appropriate developmental care and instruction for children in the DoD Child Development (CD) Facility.

B. MAJOR DUTIES AND RESPONSIBILITIES

The grade levels of this position represent the entry, intermediate, target, and leader levels for Child Care positions within DoD.

Entry Level (Payband CC-I or GS-02)

Performs the more routine, simple child care tasks following step-by-step instructions. Little or no previous training or experience is required. Work is reviewed in detail, while in progress, and upon completion to ensure and assess trainee's progress and to evaluate attainment of training objectives and readiness for further training. Training will be of a progressively more responsible and specialized nature associated with the child care and development operations. These duties are performed to increase knowledge of the child care duties and responsibilities and to develop skills for advancing to the higher level positions.

1. Helps arrange room and play materials to accommodate the daily schedule.
2. Helps create adult-made games and play materials (i.e., mixing paint and playdough; assembling props for dramatic play, activities, etc.), and assists with developing a list of needed supplies and equipment for submission to the supervisor.
3. Receives children from parents. Notes all special instructions that parents may provide. Maintains an accurate count of children at all times.
4. Conducts the appropriate play and learning activities to foster individual and group activity development. Leads children in songs, games, fingerplays, and other activities.
5. Interacts with children during programmed activities.
6. Attends to the physical needs of the children (i.e., diapering, feeding, toileting, resting, etc.). Rocks and holds babies, and assists children during family-style meals. Notifies the supervisor or Facility Director of any marks or other signs that might indicate a suspicion of illness, abuse, or neglect.
7. Helps children collect their belongings when they depart. Ensures that each child leaves with a parent or someone authorized to take the child at all times.

8. Performs other related duties as assigned.

Intermediate Level (1702-Payband CC-I or GS-03)

Performs the following major target-level duties and responsibilities, working under the close supervision of the supervisor or other qualified higher-graded employee who makes assignments of specific basic tasks, provides detailed initial instructions, and is available for guidance and advice on all aspects of work to be accomplished.

1. Ensures that care is provided in compliance with Child Development standards as outlined in applicable regulations.
2. Assists in planning and conducting an effective child development program to meet the physical, social, emotional, and intellectual needs of each child, based upon stated goals and a curriculum plan provided by the supervisor.
3. Reviews and implements daily schedules and activity plans, and briefs lower-graded employees. Assists in arranging the room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards.
4. Helps create adult-made games and play materials (i.e., mixing paint and playdough; assembling props for dramatic play, activities, etc.), and assists with developing a list of needed supplies and equipment for submission to the supervisor.
5. Receives children from parents. Notes all special instructions that parents may provide. Maintains an accurate count of children at all times.
6. Conducts daily health checks of children. Notifies the Family Advocacy Program and the supervisor or Facility Director of any marks or other signs that might indicate a suspicion of illness, abuse, or neglect.
7. Assists in creating a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc.
8. Completes and submits required reports in an accurate and timely manner. May participate in conferences with parents and the supervisor.
9. Conducts appropriate play and learning activities to foster individual and group activity development. Leads children in songs, games, fingerplays, and other activities.
10. Interacts with children during programmed activities. Uses approved child guidance and caregiving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress or abnormal behavior, and supervises their activities.

11. Attends to the physical needs of the children (i.e., diapering, feeding, toileting, resting, etc.). Helps children to develop self-help skills. Rocks and holds babies, and assists children during family-style meals.

12. Helps children collect their belongings when they depart. Ensures that each child leaves with a parent or someone authorized to take the child. Informs parent of child's activities during the day.

13. Performs other related duties as assigned.

Target Level (1702-Payband CC-II or GS-04)

The incumbent performs duties under the direct supervision of a leader or supervisor. Assistance and guidance is normally available at all times, and work is reviewed in terms of results and adherence to established standards and procedures.

1. Ensures that care provided is in compliance with Child Development standards as outlined in applicable regulations.

2. Assists in planning and conducting an effective child development program to meet the physical, social, emotional, and intellectual needs of each child, based upon stated goals and a curriculum plan provided by the supervisor.

3. Reviews and implements daily schedules and activity plans, and briefs lower-graded employees. Arranges room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards.

4. Helps create adult-made games and play materials (i.e., mixing paint and playdough; assembling props for dramatic play, activities, etc.), and assists with developing a list of needed supplies and equipment for submission to the supervisor.

5. Receives children from parents. Notes all special instructions which parents may provide. Maintains an accurate count of children at all times.

6. Conducts daily health checks of children. Notifies the supervisor or Facility Director of any marks or other signs that might indicate a suspicion of illness, abuse, or neglect.

7. Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc.

8. Completes and submits required reports in an accurate and timely manner. Participates in conferences with parents and the supervisor. Gives parents daily feedback on children's activities.

9. Coordinates, by age, the appropriate play and learning activities to foster individual and group activity development. Leads children in songs, games, fingerplays, and other activities.
10. Interacts with children during programmed activities. Uses approved child guidance and caregiving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress or abnormal behavior denoting a requirement for additional attention.
11. Attends to the physical needs of the children (i.e., diapering, feeding, toileting, resting, etc.). Helps children to develop self-help skills. Rocks and holds babies, and assists children during family-style meals.
12. Helps children collect their belongings when they depart. Ensures that each child leaves with a parent or someone authorized to take the child.
13. Performs other related duties as assigned.

Leader Level (1702-Payband CC-II or GS-05)

In addition to the above, Child Development Program Leaders perform the following duties:

14. Serves as leader to a staff of Child Development Program Assistants, with responsibility for the operation of the activity and program in accordance with applicable regulations.
15. Relays instructions from the supervisor and gets the work started in accordance with the daily activity plan.
16. Demonstrates proper work methods and provides work-related guidance to subordinates. Conducts on-the-job training and instruction.
17. Ensures that employees follow security, safety, health, and other required rules. Checks with supervisor on problems.

C. CONTROLS OVER THE POSITION

The incumbent performs duties under the direct supervision of a Program Leader or supervisor. Assistance and guidance are normally available at all times, and work is reviewed in terms of results and adherence to established standards and procedures.

Child Development Program Technician
1702-Payband CC-II or GS-05)

A. INTRODUCTION

The primary function of this position is to provide appropriate, specialized developmental care and instruction for children in the DoD Child Development (CD) Facilities.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent uses own initiative to design and implement a variety of activity plans to stimulate and sustain the interest of children, and to contribute to their social, emotional, intellectual, and physical development. Ensures a pleasant, inviting atmosphere for all children.
2. Under the supervision of the program director or medical personnel, prepares and implements specialized programs for children with special needs, e.g., children with physical or mental disabilities, children with disciplinary problems or learning disabilities, or gifted children.
3. Ensures that care is provided in compliance with CD standards as outlined in applicable regulations, and continually reviews activities and plans for appropriateness.
4. Recommends changes or additions to policies and procedures, and makes adjustments to activities and plans where necessary to deal with unusual or difficult problems or situations associated with the needs of individual children.
5. Develops activities and plans consisting of concrete or hands-on elements of mathematical and letter concepts, language development, art, music, science, social studies, health, and physical education for approval by the Facility Director.
6. Observes and evaluates children's development level and maintains record of progress. Participates in conferences with parents and Program Assistants. Prepares and submits accurate and timely reports as required. Notifies the Family Advocacy Program and the supervisor or Facility Director of any marks or other signs that might indicate a suspicion of illness, abuse, or neglect.
7. May supervise CD Assistants and Leaders. Provides training and instruction to subordinates.
8. Plans and conducts parent involvement activities and encourages parents to become involved. Uses parents as a resource when possible.
9. Recommends purchase of material, equipment, and furnishings for activity rooms to the Facility Director.
10. Performs other related duties as assigned.

C. CONTROLS OVER THE POSITION

The incumbent performs duties under the general supervision of the Facility Director or other designated supervisor. Assistance and guidance are available, but the incumbent has a great deal of flexibility in selecting, altering, and improving activities. Incumbent is expected to use initiative and creativity in accomplishing goals and objectives. Work is reviewed in terms of results and adherence to established standards and procedures.